

## Safety Attribute Inspection (SAI) Data Collection Tool

### 2.1.1 Manual Currency (OP)

#### ELEMENT SUMMARY INFORMATION

**Purpose of this Element** (certificate holder's responsibility):

- To ensure that the certificate holder's manual has policy, instruction, information, or procedures to keep current its manual. To ensure that those personnel furnished changes and additions to their manual or appropriate parts of the manual are kept up to date.

**Objective** (FAA oversight):

- To determine if the certificate holder's Manual Currency process meets all applicable requirements of Title 14 of the Code of Federal Regulations (14 CFR) and FAA policies.
- To determine if the certificate holder's Manual Currency process incorporates the safety attributes.
- To identify any shortfalls in the certificate holder's Manual Currency process.

**Specific Instructions:**

- Intentionally left blank

#### SUPPLEMENTAL INFORMATION

**Specific Regulatory Requirements (SRRs):**

- SRRs:
  - 121.133(a)
  - 121.135(a)(1)
  - 121.135(b)(1)
  - 121.135(b)(2)
  - 121.135(b)(3)
  - 121.137(b)
  - 121.141(a)

**Related CFRs & FAA Policy/Guidance:**

- Related CFRs:
  - Intentionally left blank
- FAA Policy/Guidance:
  - Intentionally left blank

### SAI SECTION 1 - PROCEDURES ATTRIBUTE

**Objective:** Procedures, instructions, and information contained in the certificate holder's manual are documented methods for accomplishing a process. Policies contained in the certificate holder's manual should establish the certificate holder's compliance posture. Policies may not be stand-alone statements but may be imbedded within procedures, instructions, or information regarding a particular regulatory requirement. The questions in this section of the data collection tool (DCT) are designed to assist the inspector in determining if the certificate holder's manual has documented or prescribed methods of accomplishing the process requirements that provide answers to the associated questions regarding who, what, when, where, and how. This section contains policy questions, procedural questions, and instructional or informational questions pertaining to various types of certificate holder requirements such as actions, prohibitions, or resources (i.e., personnel, facilities, equipment, technical data, etc.).

#### Tasks

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|    | To meet this objective, the inspector must accomplish the following tasks:   |
| 1. | Review the information listed in the Supplemental Information section of this DCT.   |
| 2. | Review the duties and responsibilities for management and other personnel identified by the certificate holder who accomplish the Manual Currency process.       |
| 3. | Review the certificate holder's manual to ensure that it contains policies, procedures, instructions, and information necessary for the Manual Currency process. |

#### Questions

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|      | To meet this objective, the inspector must answer the following questions:  |   |
| 1.   | Does the content of the certificate holder's manual meet the specific regulatory and FAA policy requirements for a Manual Currency process:   |   |
| 1.1. | <p>Does the certificate holder's manual require personnel that have been issued a copy of its manual to keep it up to date with the changes and additions that have been furnished to them?</p> <p>SRRs: 121.137(b)</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> <li>Check that the Certificate Holder's manual includes instructions and information necessary to allow personnel concerned to maintain the currency of its flight, ground operations and management manuals.<br/><i>Sources:</i> 121.135(a)(1); 121.137(b)<br/><i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 2.1.3(AW); 2.1.3(OP); 2.1.4(AW); 2.1.4(OP)</li> <li>Check that the Certificate Holder's manual includes instructions and information necessary to allow each person whom is furnished a manual to keep it up-to-date.<br/><i>Sources:</i> 121.135(a)(1); 121.137(b)<br/><i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 2.1.3(AW); 2.1.3(OP); 2.1.4(AW); 2.1.4(OP)</li> </ol> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.2. | <p>Does the certificate holder's manual require the certificate holder to keep current the approved airplane flight manual required by 14 CFR part 121, section 121.141(a)?</p> <p>SRRs: 121.141(a)</p>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 2.   | Does the certificate holder's manual contain general policies for the Manual  | <input type="checkbox"/> Yes  |

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|    | <p>Currency process that comply with the SRRs?<br/> SRRs: 121.133(a); 121.135(b)(1); 121.137(b)</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> <li>1. Check that the Certificate Holder's manual contains a general policy regarding the requirement to keep current a manual for the use and guidance of flight, ground operations and management personnel in conducting its operations.<br/> <i>Sources:</i> 121.133(a); 121.135(b)(1)<br/> <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 2.1.3(AW); 2.1.3(OP); 2.1.4(AW); 2.1.4(OP)</li> <li>2. Check that the Certificate Holder's manual contains a general policy regarding the requirement to keep a current approved airplane flight manual for each type of airplane that it operates.<br/> <i>Sources:</i> 121.135(b)(1); 121.141(a)<br/> <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 2.1.3(AW); 2.1.3(OP); 2.1.4(AW); 2.1.4(OP)</li> </ol> | <input type="checkbox"/> No, Explain                                 |
| 3. | <p>Does the certificate holder's manual reference the appropriate Federal Aviation Regulations listed in the Supplemental Information section of this safety attribute inspection (SAI)?<br/> SRRs: 121.135(b)(3)</p>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 4. | <p>Does the certificate holder s manual contain the duties and responsibilities for personnel who will accomplish the Manual Currency process?<br/> SRRs: 121.135(b)(2)</p>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 5. | <p>Does the certificate holder s manual include instructions and information for personnel to meet the requirements of the Manual Currency process?<br/> SRRs: 121.135(a)(1)</p>  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |

| SAI SECTION 1 - PROCEDURES ATTRIBUTE<br>Drop-Down Menu |   |
|--|---|
| 1.   | No procedures, policy, instructions or information specified.   |
| 2.   | Procedures or instructions and information do not identify (who, what, when, where, how).   |
| 3.   | Procedures, policy or instructions and information do not comply with CFR.  |
| 4.   | Procedures, policy or instructions and information do not comply with FAA policy and guidance.  |
| 5.   | Procedures, policy or instructions and information do not comply with other documentation (e.g., manufacturer's data, Jeppesen's Charts, etc.).                               |
| 6.   | Procedures, policy or instructions and information unclear or incomplete.   |
| 7.   | Documentation quality (e.g., unreadable or illegible).  |
| 8.   | Procedures, policy or instructions and information inconsistent across Certificate Holder manuals (FOM - Flight Operations Manual to GMM - General Maintenance Manual, etc.). |
| 9.   | Procedures, policy or instructions and information inconsistent across media (e.g., paper, microfiche, electronic).   |
| 10.  | Resource requirements incomplete (personnel, facilities, equipment, technical data).  |
| 11.  | Other.  |

## SAI SECTION 2 - CONTROLS ATTRIBUTE

**Objective:** Controls are checks and restraints designed into a process to ensure a desired result. The questions in this section of the DCT are designed to assist the inspector in determining if checks and restraints are designed into the process to ensure the desired result is achieved. Controls should be written into the manual system to ensure that the most important manual policies, procedures, or instructions and information will be followed.

Controls may be in the form of administrative controls, which are secondary or supplemental written procedures. Like written procedures, administrative controls also need to provide answers to questions regarding who, what, when, where, and how. Controls may also be in the form of engineered controls, such as automated features or mechanical actions or devices (i.e., safety devices, warning devices, etc.).

### Tasks

To meet this objective, the inspector must accomplish the following tasks:

1. Review the control questions below.
2. Review the certificate holder's policies, procedures, instructions, and information to gain an understanding of the controls that it has documented.

### Questions

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|      | To meet this objective, the inspector must answer the following questions:  |  |
| 1.   | Are the following controls built into the Manual Currency process:  |  |
| 1.1. | Is there a control or controls in place to ensure that the manuals are maintained in current revision status?                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 2.   | Does the certificate holder have a documented method for assessing the impact of any changes made to the controls in the Manual Currency process? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |

| SAI SECTION 2 - CONTROLS ATTRIBUTE<br>Drop-Down Menu |  |
|--|--|
| 1.   | No controls specified.   |
| 2.   | Documentation for the controls do not identify (who, what, when, where, how).        |
| 3.   | Controls incomplete.   |
| 4.   | Controls could be circumvented.  |
| 5.   | Controls could be unenforceable.   |
| 6.   | Resource requirements incomplete (personnel, facilities, equipment, technical data). |
| 7.   | Other.   |

### SAI SECTION 3 - PROCESS MEASUREMENT ATTRIBUTE

**Objective:** Process measurements are used by the certificate holder to measure and assess its processes, to identify and correct problems or potential problems, and to make improvements to the processes. The questions in this section of the DCT are designed to assist the inspector in determining if the certificate holder measures or assesses information to identify, analyze, and document potential problems with the process. Process measurements are a certificate holder's internal evaluation or auditing of the most important policies, procedures, or instructions and information associated with an element.

To prevent the duplication of work, process measurements are most commonly addressed through a combination of auditing features contained in both the certificate holder's safety program/internal evaluation program (for operations and cabin safety-related issues) and the auditing function of the Continuous Analysis and Surveillance System (for airworthiness or maintenance/inspection-related issues). The director of safety and the quality assurance department often work together to accomplish this function for the certificate holder. This approach requires amendment of the safety program/internal evaluation program audit forms or checklists and the Continuous Analysis and Surveillance System audit forms or checklists to include the specific process measurements for each element.

#### Tasks

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|    | To meet this objective, the inspector must accomplish the following tasks:   |
| 1. | Review the process measurement questions below.  |
| 2. | Review the certificate holder's policies, procedures, instructions, and information to gain an understanding of the process measurements that it has documented. |

#### Questions

|      |   |  |
|------|---|--|
|      | To meet this objective, the inspector must answer the following questions:  |  |
| 1.   | Does the certificate holder's Manual Currency process include the following process measurements:   |  |
| 1.1. | Is there a process measurement or process measurements that would identify if the manuals were not maintained in current revision status?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 2.   | Is there a process measurement or process measurements that would reveal if the certificate holder's policy, procedures, instructions, and information contained in its manual were not followed? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 3.   | Does the certificate holder document its process measurement results?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 4.   | Does the certificate holder's manual provide for the use of process measurement results to improve its programs?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 5.   | Does the organization that conducts the process measurements have direct access to the person with responsibility for the Manual Currency process?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |

| <b>SAI SECTION 3 - PROCESS MEASUREMENT ATTRIBUTE</b><br><b>Drop-Down Menu</b> |   |
|---|---|
| 1.  | No process measurements specified.  |
| 2.  | Documentation for the process measurements does not identify (who, what, when, where, how). |
| 3.  | Inability to identify negative findings.  |
| 4.  | No provisions for implementing corrective actions.  |
| 5.  | Ineffective follow-up to determine effectiveness of corrective actions.                     |
| 6.  | Resources requirements (personnel, facilities, equipment, technical data).                  |
| 7.  | Other.  |



### SAI SECTION 4 - INTERFACES ATTRIBUTE

**Objective:** Interfaces are used by the certificate holder to identify and manage the interactions between processes. The questions in this section of the DCT are designed to assist the inspector in determining whether or not interactions between the policies, procedures, or instructions and information associated with other independent processes within the certificate holder's organization are documented. Written policies, procedures, or instructions and information that are interrelated and located in different manuals within the certificate holder's manual system must be consistent and complement each other. For the interfaces to be effectively managed, it is not only important to identify what the interfaces are, but it is imperative to document the specific location of the interfaces within the certificate holder's manual system.

#### Tasks

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|    | To meet this objective, the inspector must accomplish the following tasks:   |
| 1. | Review the interfaces associated with the Manual Currency process that have been identified along with the individual questions in section 1, Procedures, of this DCT. |
| 2. | Review the certificate holder's policies, procedures, instructions, and information to gain an understanding of the interfaces that it has documented.                 |

#### Questions

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|----|---|--|
|    | To meet this objective, the inspector must answer the following questions:<br>Note: The design job task items (JTIs) displayed with the questions in section 1, Procedures, of this DCT identify potential interfaces (by element number) for this element. |  |
| 1. | Does the certificate holder's manual properly address the interfaces that are identified along with the questions in section 1, Procedures, of this DCT?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 2. | Does the certificate holder's manual document a method for assessing the impact of any changes to the associated interfaces within the Manual Currency process?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |

| <b>SAI SECTION 4 - INTERFACES ATTRIBUTE</b><br><b>Drop-Down Menu</b> |  |
|--|--|
| 1.   | No interfaces specified.   |
| 2.   | The following interfaces not identified within the Certificate Holder's manual system: |
| 3.   | Interfaces listed are inaccurate.  |
| 4.   | Specific location of interfaces not identified within the manual system.               |
| 5.   | Other  |

## SAI SECTION 5 - MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTES

**Objective:** The questions in this section address the responsibility and authority of the process. They are designed to assist the inspector in determining if there is a clearly identifiable, qualified, and knowledgeable person who is responsible for the process, is answerable for the quality of the process, and has the authority to establish and modify the process. (The person with the authority may or may not be the person with the responsibility.)

### Tasks

|    |  |
|----|--|
|    | To meet this objective, the inspector must accomplish the following tasks:                             |
| 1. | Identify the person who has overall responsibility for the Manual Currency process.                    |
| 2. | Identify the person who has overall authority for the Manual Currency process.                         |
| 3. | Review the duties and responsibilities of the person(s) documented in the certificate holder's manual. |
| 4. | Review the appropriate organizational chart.   |

### Questions

|    |  |   |
|----|--|---|
|    | To meet this objective, the inspector must answer the following questions:   |   |
| 1. | Does the certificate holder's manual clearly identify who is responsible for the quality of the Manual Currency process?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br>Name/Title: |
| 2. | Does the certificate holder's manual clearly identify who has authority to establish and modify the policies, procedures, instructions, and information for the Manual Currency process?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br>Name/Title: |
| 3. | Does the certificate holder's manual include the duties and responsibilities of those who manage the work required by the Manual Currency process?<br>SRRs: 121.135(b)(2)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain                |
| 4. | Does the certificate holder's manual include instructions and information for those who manage the work required by the Manual Currency process?<br>SRRs: 121.135(a)(1)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain                |
| 5. | Does the certificate holder's manual clearly and completely document the responsibility for this position?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain                |
| 6. | Does the certificate holder's manual clearly and completely document the authority for this position?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain                |
| 7. | Does the certificate holder's manual clearly and completely document its qualification standards for the person having responsibility for the Manual Currency process?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain                |
| 8. | Does the certificate holder's manual clearly and completely document its qualification standards for the person having authority to establish and modify the certificate holder's policies, procedures, instructions, and information for the Manual Currency process? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain                |
| 9. | Does the certificate holder's manual clearly and completely document the procedures for delegation of authority for the Manual Currency process?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain                |

| <b>SAI SECTION 5 - MANAGEMENT RESPONSIBILITY &amp; AUTHORITY ATTRIBUTES</b><br><b>Drop-Down Menu</b> |                           |
|--|---------------------------|
| 1.   | Not documented.           |
| 2.   | Documentation unclear.    |
| 3.   | Documentation incomplete. |
| 4.   | Other.                    |